

Retention and Classification Report

Agency: Salt Lake City (Utah). City Attorney (1002)

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Records Officer

80971	Claim petitions
80968	Legal case files
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23920	Record index

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80971

3

TITLE: Claim petitions

DATES: 1978-

ARRANGEMENT: Numerical by petition number

ANNUAL ACCUMULATION: 2.20 cubic feet.

DESCRIPTION:

These are copies of petitions filed with Salt Lake City claiming specific damages were caused by city employees or equipment. These documents include correspondence, copies of petitions, and police reports if applicable.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the Office. The record copy of all petitions is maintained by the City Recorder.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80968

TITLE: Legal case files

DATES: 1940-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These files contain both active and closed lawsuits filed by or against the city. They are used in pleading the case in court, and later for research purposes and in the preparation of similar lawsuits. These files include various court pleadings, related correspondence, research material, copies of cases, and attorney's notes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/22/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the Office and the historical value of the records. They document the actions of the City Attorney in Utah's largest city.

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AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80968

TITLE: Legal case files

(continued)

PRIMARY CLASSIFICATION:

Protected 63G-2-305 (17)

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80972

3

TITLE: Legal opinions

DATES: 1960-

ARRANGEMENT: Alphabetical by department or subject

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of legal opinions rendered by the Attorney's Office to various city departments and to others in the course of city business. They are necessary to maintain consistency in opinions for related matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the Office and the historical value of the record of documenting the actions of the City Attorney.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80973

3

TITLE: Office files

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 4.30 cubic feet.

DESCRIPTION:

These files contain convenience copies of agreements, ordinances, and resolutions prepared by the Attorney's Office.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the Office. The City Recorder maintains the record copy of all agreements, ordinances, and resolutions.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 80974

3

TITLE: Quarterly reports

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are quarterly reports on the Governmental Immunity Expenditures. They are used to determine numbers of injury and damage claims paid each quarter. These report include date, numbers of injury and damage claims, number approved and denied, and actual amount paid.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the Office. Since the City of Salt Lake is self-insured this information is very important for budget planning, for projecting future costs of injuries and damages; and for determining the level of insurance coverage.

AGENCY: Salt Lake City (Utah). City Attorney

SERIES: 23920

3

TITLE: Record index

DATES: undated

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the index of Record No. 1 and 2, Salt Lake City. It appears to index primarily plaintiffs against Salt Lake City. The records the index provide access to are unknown.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative
Finding aids facilitate access to records.

PRIMARY CLASSIFICATION:

Public